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## Online Registration and Logging Instructions - 2017

### Captain Registration

Here is a step-by-step guide for registering your Walk Kansas team online. Go to [www.walkkansas.org](http://www.walkkansas.org) and click on the registration link at the top of the home page, or on “My Walk Kansas” in the left column. You can also go directly to [www.walkkansasonline.org](http://www.walkkansasonline.org) to begin registration.

Before you go to register, recruit team members (at least 4 – you can add more later.) You will need their email address, or mailing address if they do not have email.

- To begin registration, click on the yellow *Register* box, then select your county/group or Extension District where you wish to participate.
- Read the information in the “registration” box. If you are not ready to select a challenge, register your team (or yourself if you do not have a team) or pay the registration fee for your team (or self), please come back later.
- Enter information to create your user profile. On the next page, select a program goal for your team. (You can change this later if you wish.) Here, it will ask if you have a team ready to go or if you are registering solo and would like to be placed on a team.
- Next, you will enter your team name and information about your team mates. A few programs combine the registration fee and t-shirt, which is why t-shirt size is requested. Select “none” if your county/district does not offer this option. (Hint: If the registration fee is \$10 or less, a t-shirt is not included.)

Note: You and your team mates can purchase Walk Kansas apparel at the time you register your team or any time before April 3. You can do this through the “Shop” section of the website.

- The next page will ask you to authorize a responsibility agreement and photo release. The system will send a message to each team mate you enter. They will be asked to complete a user profile and authorize the responsibility agreement as well.
- The Walk Kansas Store will display next. Notice that you will already have items in your “cart” – the program fee for you and your team mates. You can order merchandise here, if you choose. **When you are finished, click the blue “check out” button on the bottom of the page. This is important as your registration is not complete until you do this.**
- The final step is to pay online or select the option to pay by check. Tax is included on merchandise only and not the program fee.

### Registration Highlights

- ◆ Step 1: Recruit a team of 6 and gather email addresses of team members.
- ◆ Step 2: Captain registers team online, enters email for all members, pays registration fee for team.
- ◆ Step 3: Team members receive email invitation; each one completes user profile and responsibility agreement.
- ◆ Team registration is complete when all members enter personal data online.
- ◆ All team members log online (instructions on next page,) Participants can log online daily, or report data for one week at a time.

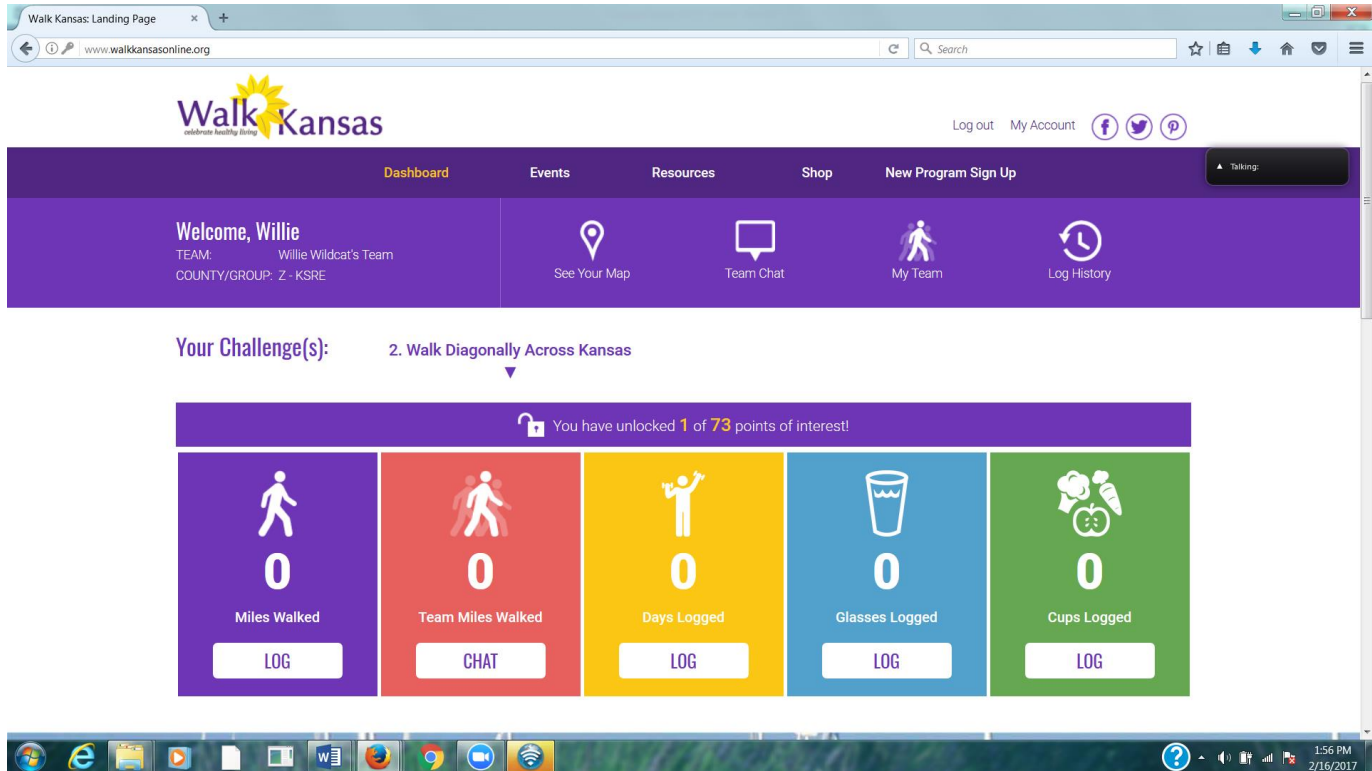
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## Reporting/Logging Online:

The online system will be ready for you to use beginning March 19. When you log into your account, you will see a screen similar to this:



The purple horizontal “welcome” bar takes you to the map. Here you can see your team progress and learn more about the destination points on your trail and some Kansas history. To access the “chat” box, where you can chat with your team mates, click on “Team Chat” on the purple bar, or on “Chat” in the red box. “My Team” takes you to a page where you can make changes to team information. Here you can also log for other team members (if necessary) and you can designate someone as a co-captain to share the responsibility. On the very top of the bar, there are links to *Events* that are planned for your county/district; *Resources* provided by your Extension agent, and you can *Shop* for Walk Kansas merchandise.

To log activity/exercise minutes, click on “Log” in the purple box. You and your team mates will log **minutes** of moderate/vigorous activity (at least 10 consecutive minutes) into the system and it converts to miles (15 min = 1 mile) which will display in the purple box as miles. (See your Walk Kansas Activity Guide for more detail on what type of activity to report.) Total team miles will display in the red box. Check the days you do strengthening exercises in the yellow box; log 8 oz. glasses of water in the blue box (optional) and cups of fruits/veggies you eat in the green box.

### Where can I see how other teams are doing?

Team progress for all teams in your county/district will be displayed. To see this information, click the “Leaderboard” button on the log in page, just below where you would enter your username and password. You will not log in to the system to see this information. Choose the county/group you wish to view and the information will be displayed.